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MEMORANDUM FOR: Chief of Administration, DD/P

FROM : Assistant Management Officer (DD/P Area)

SUBJECT : Study of Proprietary And Subsidy Projects

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1. The survey on Project No. 4-3, "Study on Projects" which was requested by your office was begun last year, but was suspended from August to December, 1953, pending completion of the total DD/P Administrative Staff Study.
2. During the course of this study, as outlined in TAB A, many deficiencies in procedures and overlapping of responsibilities were noted.
3. In order to establish a sound procedure for the preparation, submission, reviewing, approving, authorizing, revision, and monitoring of administrative plans, together with the financial operation of proprietary and subsidy projects, this office believes that a broader area of the financial aspects of projects should be studied.
4. Attached hereto is a project proposed covering the scope of study which is believed appropriate and timely.
5. Your approval of the cancellation of the original Project 4-3 and the activation of a study on the basis described in the attached TAB B is respectfully requested.

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Assistant Management Officer  
(DD/P Area)

Enclosures:

TAB A-Form No. 30-27  
TAB B-Form No. 30-27

Document No. 1  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S 0  
DDA Memo, 4 Feb 77  
Auth: DDA REG. 77/1/1  
Date: \_\_\_\_\_ By: 026

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